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15 March 1956

MEMORANDUM FOR: Executive Secretary,
Administration Career Board

SUBJECT : Training Proposed for

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1. has completed the following Agency training
courses:

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BIC (CS) No. 5 - October 1953
Administrative Support Course No. 5 - November-December 1953

These courses together comprise the basic training program for professional level personnel of Support services and are currently designated the Basic Orientation and Operations Support Courses, respectively.

2. As you undoubtedly know, training courses available within the Agency tend to become more closely identified with the several major functional activities of the Agency, except at the level of Basic Orientation which is essentially common for professional personnel of all Agency components. In recommending a program of further training for it is most essential to be guided by some occupational or qualifications objective; i.e., the training ~~■~~ courses should be selected in order to prepare for assignment as an Operations Officer with the Clandestine Services, as an Intelligence Officer with DD/I, or perhaps as a Logistics Officer with the Support services.

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3. The following training programs are recommended in the alternative in pursuit of these different objectives:

For assignment as an Operations Officer with the Clandestine Services:

Operations Familiarization - 2 April-11 May
Clandestine Services Review - 4-22 June

6

1988

12/12/78

25X1

5X1

For assignment as an Intelligence Officer with DD/I:

World Communism - 26 March-20 April

Intelligence Principles and Methods - 23 April-18 May

For assignment as a Logistics Officer:

Basic Management - 26 March-6 April (4 hours each morning)

Logistics Support Course - 23 April-1 June

4. Enrollments in some of these courses frequently are over-subscribed well in advance of the date announced for closing registration, and for this reason it would be highly desirable that an early decision be reached as to the type of activity for which [redacted] is to be trained.

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SA/DDS/JER:epr

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